



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: December 11, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement December 14, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Monday, December 28, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM IV

Personnel Officer  
Region 5/District 8/Administrative Services  
Highways  
Collinsville

Attachments  
40700

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Monday, December 28, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Technical Manager IV

**Salary Range:** \$5,015 - \$9,155

**Position Title:** Personnel Officer

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW414-23-58-104-10-01

**IPR#:** 40700

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#### Office/Central Bureau/District/Work Address:

Region 5 / District 8 / Bureau of Admin Services / 1102 Eastport Plaza Drive, Collinsville, IL

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#### Description Of Duties:

This position is accountable for providing personnel and management support services in regard to payroll, employee files, personnel actions, timekeeping records, employee insurance, retirement counseling, maintaining all district job descriptions and related documents, seasonal hiring programs, and other related personnel assistance.

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#### Special Qualifications:

*The following criteria is desired:*

- Knowledge, skill and mental development equivalent to completion of four years of college, preferably with major courses in business
- Five years equivalent work experience in personnel-related field, including payroll processing, timekeeping and benefits or equivalent combination of experience and training
- Ability to plan, organize and execute administrative or technical program requirements
- Ability to plan and direct efforts of employees for efficient accomplishment of program objectives
- Strong communication skills

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#### Shift/Remarks:

Typically 8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	August 2015	<b>POSITION:</b>	Personnel Officer
<b>APPROVED BY:</b>	<u>Ross Breckenridge</u>	<b>OFFICE/DIVISION:</b>	Highways/District 8/Administration
<b>CODE:</b>	PW414-23-58-104-10-01	<b>REPORTS TO:</b>	Human Resources Manager

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***Position Purpose***

This position is accountable for providing personnel and management support services in regard to payroll, employee files, personnel actions, timekeeping records, employee insurance, retirement counseling, maintaining all district job descriptions and related documents, seasonal hiring programs, and other related personnel assistance.

***Dimensions***

Staff:	6 direct
Personnel:	650±
District Payroll:	\$20,000,000
Annual Value of Employee Benefits:	\$12,000,000

***Nature and Scope***

This position reports to the Human Resources Manager as does the Safety and Claims Manager. Reporting to this position are Human Resource Associates, Personnel Support Specialists, a Personnel Support Technician, and one or more temporary employees.

This position functions in an environment which is complex and legally and politically sensitive. Within this framework, the incumbent supports management in the area of personnel administration. In addition, this position provides personnel support in such areas as payroll, insurance, retirement counseling, and policy and procedure application to a diverse group of professional, technical, negotiated rate and clerical personnel. The incumbent must apply policies and procedures in a variety of areas where, depending upon the circumstances, an interpretation is not always absolute. This requires the incumbent to be well-versed on all areas of personnel administration. Errors in judgment or misapplication of rules, policies, etc., have the potential for significant impact on both the employees and management.

In performing the functions of this position the incumbent is required to provide assistance to management and personnel in the form of advising of proper format and ensuring all forms are properly completed which are required by policy in the way of time cards and attendance reports. S/He provides research data on personnel grievances and assists the Human Resource Manager with establishing job training programs. The incumbent is required to use knowledge in all areas of personnel benefits to give explanation and provide support to employees. The incumbent's greatest challenge is providing all personnel with supportive information relative to departmental personnel policies.

The incumbent supervises the preparation of all Personnel Action forms; prepares correspondence and special reports involving district personnel; corrects and reviews HRI reports; prepares all necessary forms for job descriptions and maintains a current database; coordinates the processing of paperwork for all new

employees; develops and provides a detailed orientation program to new employees; coordinates the processing of winter help involving pre-employment and medical screening and orientation; provides hiring opportunity counseling to all applicants; conducts and monitors the Office Occupation Trainee Program; assists with completing Summer and Fall Technical Programs; assists with completing the Co-op Program; supervises the editing of employee time cards and attendance reports; supervises the preparation of the district payrolls; provides detailed explanation of retirement, insurance, and deferred compensation benefits to employees and their dependents; coordinates all inquiries concerning insurance claims; coordinates a number of special charitable drives or departmentally-sponsored programs; utilizes the statewide Educational Information System for registering and confirming employees for various training programs and maintains up-to-date class information on all district employees including preparing various reports on class registration and attendance for supervisors and advises all bureaus of classes and training programs offered; offers support to employees regarding the tuition reimbursement program and maintains records; assists with the preparation of IPR/OMB forms, position descriptions, and maintains current records of IPR processing including preparing interview posting packets to be forwarded to the central office for approval and subsequent posting.

Responsibilities are accomplished through the following staff:

*Human Resource Associate* who edits technical and code time cards and attendance reports; prepares all personnel transactions; and maintains certain confidential and specialized files dealing with grievances, disciplinary actions, wage deductions, deferred compensation, master employee rosters, training, seniority and unions.

*Human Resource Associate* who prepares all district payrolls; maintains state insurance files on all eligible employees; edits all overtime cards; prepares all forms required by the State Employees Retirement System (SERS), health, life insurance companies and credit unions.

*Personnel Support Specialist* who records attendance and accumulated leave for all district personnel; maintains all employee files; and assists the Personnel Section with payroll preparation and personnel transactions

The incumbent has broad latitude to accomplish responsibilities. Matters of a unique nature are referred to the supervisor with recommendations for resolution. S/He has authority to establish and maintain personnel records and reports that conform to union contracts, departmental policies and procedures and all relevant state and federal laws.

In performing the functions of this position the incumbent deals with district personnel, Central Bureau of Personnel Management, Department of Central Management Services, SERS, and health insurance carriers, and the general public.

The incumbent is evaluated according to the level of assistance provided to management and all district employees.

### ***Principal Accountabilities***

1. Processes all personnel forms, attendance records and payrolls in an accurate and timely manner.
2. Supervises staff to ensure competent performance resulting in accurate and timely completion of duties.
3. Advises employees concerning retirement, deferred compensation and Insurance benefits.
4. Ensures all recurring and non-recurring reports are prepared and processed in a timely manner.
5. Administers and/or implements various fund drives and special events established by or departmentally sponsored.

6. Screens walk-in applicants concerning employment opportunities in a professional manner while adhering to policies and laws.
7. Provides orientation of all new employees which involves benefit talks, setting up eye screens and pre-employment physicals where applicable, in a timely and complete manner.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.